

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

PART 302-3—RELOCATIONS RELATED TO A PERMANENT CHANGE OF STATION

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SUBPART A—GENERAL RULES

- § 302-3.1** **Am I eligible for a permanent change of station (PCS) at Government expense?** Yes, if you are:
- (a) An employee transferring from one official station to another; or
 - (b) A former employee who was subject to a reduction in force and is eligible for a PCS under § 302-2.201.
- § 302-3.2** **Who is not eligible for a PCS at Government expense?** The following individuals are not eligible for a PCS at Government expense:
- (a) A new appointee (see part 302-5, however, for payment of relocation expenses for assignment of a new appointee);
 - (b) A student trainee (see part 302-5, however, for payment of relocation expenses for assignment of a new appointee);
 - (c) An employee returning from an assignment outside CONUS for separation from Government service; or
 - (d) An employee receiving a “last move home” benefit.
- § 302-3.3** **Must FAA authorize my PCS at Government expense?** No.
- § 302-3.4** **Under what circumstances will FAA authorize payment of my relocation expenses in connection with a transfer to a new official station?** Only when:
- (a) FAA determines that the transfer is in the interest of the Government;
 - (b) You meet the distance requirements contained in this subpart;
 - (c) You meet the timing requirements contained in this subpart; and
 - (d) You sign a service agreement in accordance with the provisions of this subpart.
- § 302-3.5** **Do I have to report for duty before FAA will pay my relocation expenses?** No. FAA may pay your expenses before you report for duty if you have received proper authorization to incur such expenses. You, however, are not entitled to those expenses until you report for duty. If you do not report for duty after expenses have been paid or meet the terms of your service agreement, FAA will require you to repay the expenses and will treat the repayment as a debt to the Government.

Distance Requirements

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§ 302-3.20	Will FAA authorize payment of my relocation expenses when the distance between my old and new official station is less than 10 miles?	No.
§ 302-3.21	Will FAA authorize payment of my relocation expenses when the distance between my old and new official station is 10 miles or more but less than 50 miles?	<p>No, except when the following three conditions are met:</p> <ul style="list-style-type: none">(a) FAA directs you to move involuntarily from your old official station to your new official station, e.g., relocation or closure of a facility, consolidation of functions, or reorganization;(b) Your relocation is incident to the change of official station; and(c) Your Associate/Assistant Administrator or the Chief Counsel authorize an exception to this rule on an individual case basis.
§ 302-3.22	Will FAA authorize payment of my relocation expenses when the distance between my old and new official station is 50 miles or more but less than 100 miles?	No, except when your relocation is incident to the change of official station.
§ 302-3.23	Will the FAA authorize payment of my relocation expenses when the commute from my old residence to the new official station is less than my commute from the old residence to my old official station?	No.
§ 302-3.24	When is my relocation considered “incident to a change of official station”?	<p>Your relocation is considered to be “incident to a change of official station” when requiring you to commute from your old residence would cause an undue burden on you. Your relocation is not considered to be incident to a change of official station if the change is merely for personal preference or convenience. Among factors that FAA may take into consideration are the following:</p> <ul style="list-style-type: none">(a) Commuting time and distance between your residence at the time of notification of transfer and your old official station;(b) Commuting time and distance between your residence at the time of notification of transfer and your new official station;

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- (c) Commuting time and distance between your new residence and the new official station;
- (d) The increase in commuting time and distance between paragraphs (a) and (b) of this section (generally, the increase in time and distance should be 30 minutes or more and 50 miles or more, respectively);
- (e) The increase in commuting time and distance between paragraphs (b) and (c) of this section (the increase must be 10 miles or more, but generally should be 50 miles or more); and
- (f) The availability of public transportation.

§ 302-3.25 **Are there any other distance limitations that apply to my relocation?**

Yes, the limitation on:

- (a) Househunting trips is specified in § 302-21.2;
- (b) Temporary quarters is specified in § 302-22.2;
- (c) Use of FAA's homesale program is specified in § 302-70.101; and
- (d) Use of FAA's marketing assistance program is specified in § 302-70.201.

Timing Requirements

§ 302-3.40 **When should I begin travel and transportation under this chapter?**

As soon as practical after being authorized your change of official station. If you are performing a househunting trip, however, you should follow the provisions of § 302-21.10.

§ 302-3.41 **Should I begin my travel and transportation before I have been authorized?**

No. If you begin travel and transportation before you are authorized, you will not receive payment for any expenses incurred before your travel authorization was signed.

§ 302-3.42 **When is the latest that my immediate family or I may begin travel and transportation?**

You and your immediate family must begin your travel and transportation not later than 18 months after the effective date of your transfer.

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§ 302-3.43	May FAA allow me an extension on the 18 month deadline to begin travel and transportation?	<p>Yes, FAA may grant you one extension of up to 6 months (for a total of 24 months), but only when:</p> <ul style="list-style-type: none">(a) You are selling a residence or terminating a lease at the old official station, or purchasing a residence at the new official station;(b) There are extenuating circumstances, acceptable to the approving official, that have prevented you from completing the sale or purchase, or terminating the lease; and(c) You request the extension in writing prior to the expiration of the initial 18 month period. No requests subsequent to the expiration of the initial period will be considered.
§ 302-3.44	Does my period for beginning travel and transportation include periods while I am performing official travel?	<p>Yes, unless you are performing official travel which requires lodging for 480 days out of the 18 month period. If you are performing official travel which requires lodging for 480 days, then FAA may grant you an extension of no more than 6 months.</p>
§ 302-3.45	Does my period for beginning travel and transportation include periods while I am furloughed to perform active military service?	<p>No.</p>
§ 302-3.46	Does my period for beginning travel and transportation include periods when I am relocated to a post of duty and travel and transportation is not possible due to shipping restrictions?	<p>No.</p>

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§ 302-3.47	What is an “extenuating circumstance” warranting an extension of the 18 month deadline to begin travel and transportation?	<p>An “extenuating circumstance” is an event that is beyond your control and is acceptable to your approving official. Examples include, but are not limited to:</p> <ul style="list-style-type: none">(a) You cannot occupy your new permanent residence because of unanticipated problems (e.g., delay in settlement on the new residence, or short-term delay in construction of the residence);(b) You are unable to locate a permanent residence which is adequate for your family's needs because of housing conditions at your new official station; or(c) Sudden illness, injury, or death of employee or immediate family member.
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Service Agreements

§ 302-3.60	What is a “service agreement”?	A “service agreement” is an agreement between you and the Government to remain in FAA for a specified period after you are relocated at Government expense.
§ 302-3.61	Must I sign a service agreement if I am a transferring employee?	Yes. Your relocation costs will not be paid until you have signed your service agreement.
§ 302-3.62	Must I sign a service agreement if I am a new appointee?	Yes. Your relocation costs will not be paid until you have signed your service agreement.
§ 302-3.63	Must I sign a service agreement if I am an employee who is returning from a post of duty outside the Continental United States (CONUS) after completing an assignment?	You must sign a service agreement if you are an employee who is performing a permanent change of station from a post of duty outside CONUS to a new official station within CONUS, even if your new official station is the same station within CONUS from which you transferred to your post of duty outside CONUS. If you are exercising your rights to return to your old official station within CONUS from which you transferred to your post of duty outside CONUS as provided in Part 302-6 of this chapter, however, you do not need to sign a service agreement.
§ 302-3.64	Must I sign a service agreement if I am receiving a “last move home” benefit?	No.

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§ 302-3.65 **How long is my service agreement effective?** As follows:

If your new official station is...	Your service agreement is effective for...
Within CONUS,	12 months following the effective date of transfer.
Outside CONUS,	A period agreed upon by you and FAA but at least 12 months following the effective date of transfer and no longer than 36 months after the effective date of transfer.

§ 302-3.66 **What am I liable for if I violate a term of the service agreement?** As follows:

If...	Then...
You do not complete the first year of your service agreement,	You are responsible for all relocation costs paid under your service agreement. FAA will treat those expenses as a debt to the U.S. Government.
You complete the first year of your service agreement, but do not complete your entire period of service,	You are not responsible for any relocation costs that you have incurred prior to the date you break your service agreement. FAA, however, will not pay any relocation expenses incurred after the date you break your service agreement.

§ 302-3.67 **Is there a circumstance where I may break my service agreement without assuming liability?** You may break your service agreement if you separate for reasons beyond your control and acceptable to FAA. For example:

- (a) You have an illness which was not induced by your misconduct;
- (b) You are called to active duty in the Armed Forces;
- (c) You are separated for the convenience of the Government;
- (d) You are separated because you are not capable of performing the duties for which you were recruited or for other duties assigned;
- (e) You are separated as a result of a reduction in force; and
- (f) You retire from Government service.

§ 302-3.68 **Does a subsequent transfer absolve my liability under the service agreement of my first relocation?** No. You are liable for relocation expenses paid under the initial service agreement until the completion of that service agreement whether you relocate in the interest of the Government or for personal reasons. You are also liable for relocation expenses paid under any subsequent agreements until the completion of those service agreements.

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Designated Place of Residence for a Transfer to a Post of Duty

§ 302-3.80	What is my “designated place of residence”?	The “designated place of residence” is the place where an employee is entitled to return to upon completion of an assignment at a post of duty.
§ 302-3.81	Who determines what is my designated place of residence?	FAA determines your designated place of residence. However, you may request FAA to consider a specific site as your designated place of residence in writing. Generally, your designated place of residence will be your old official station.
§ 302-3.82	Under what circumstances must FAA determine a “designated place of residence” for me?	FAA must assign you a “designated place of residence” if you transfer to a post of duty. FAA will not assign you a “designated place of residence” if you transfer to an official station within CONUS.
§ 302-3.83	When must FAA determine my designated place of residence?	FAA must determine your designated place of residence at the time you are appointed. Your service/transportation agreement must specify your designated place of residence.
§ 302-3.84	May I change my designated place of residence after I am transferred to my new post of duty?	No, unless there is an administrative error.

SUBPART B—TRANSFER BETWEEN OFFICIAL STATIONS IN NONFOREIGN AREAS

§ 302-3.100	Who may authorize my transfer at Government expense to a new official station within CONUS?	The Administrator, the Deputy Administrator, Associate/Assistant Administrators, Regional Administrators, Center Directors, and the Chief Counsel. They may redelegate the authority to authorize your transfer to an appropriate level, but no lower than division managers in Washington, DC, branch managers in the Aviation Standards field office at the Aeronautical Center, managers of field offices reporting to Aviation Standards National Field Office, and branch managers and other appropriate high level officials in regional field organizations.
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§ 302-3.101	What expenses must FAA pay?	<p>FAA must pay:</p> <ul style="list-style-type: none">(a) Transportation and subsistence expenses for you and your immediate family en route to your new official station as provided in part 302-20 of this chapter;(b) Transportation and temporary storage of household goods as provided in parts 302-40 and 302-41 of this chapter (except you will not receive this payment if you elect to transport a mobile home, as provided in part 302-45 of this chapter, instead of this allowance);(c) Expenses related to the sale of your residence as provided in part 302-50 of this chapter, or termination of your lease as provided in part 302-52 of this chapter, at the old official station and purchase of a residence at your new official station as provided in part 302-50 of this chapter (although you will not receive this payment if you elect to use a third-party homesale program, as provided in 302-70 of this chapter, or property rental management services as provided in part 302-51 of this chapter instead of direct reimbursement of these expenses);(d) A home marketing incentive payment as provided in part 302-53 of this chapter (although you will not receive this payment if you elect to use property rental management services as provided in part 302-51 of this chapter);(e) A miscellaneous expense allowance as provided in part 302-60 of this chapter; and(f) A relocation income tax allowance as provided in part 302-61 of this chapter.
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§ 302-3.102	What expenses may FAA pay?	FAA may pay: <ul style="list-style-type: none">(a) Househunting trip expenses as provided in part 302-21 of this chapter;(b) Temporary quarters subsistence expenses as provided in part 302-22 of this chapter;(c) Nontemporary storage of household goods as provided in part 302-42 of this chapter;(d) Transportation of a privately-owned automobile as provided in part 302-43 of this chapter;(e) Property management services expenses as provided in part 302-51 of this chapter;(f) A property management services incentive payment as provided in part 302-54 of this chapter; and/or(g) Expenses related to the use of relocation services as provided in part 302-70 of this chapter.
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SUBPART C—TRANSFER TO A FOREIGN AREA POST OF DUTY

§ 302-3.200	Who must authorize my transfer at Government expense to a new foreign area post of duty?	The Office of Policy, Planning, and International Aviation (API) must authorize your transfer.
§ 302-3.201	What expenses must FAA pay when I transfer to a foreign area post of duty?	FAA must pay: <ul style="list-style-type: none">(a) Transportation and subsistence expenses for you and your immediate family en route to your new official station as provided in part 302-20 of this chapter;(b) Transportation and temporary storage of household goods as provided in parts 302-40 and 302-41 of this chapter (except you will not receive this payment if you elect to transport a mobile home, as provided in part 302-45 of this chapter, instead of this allowance);(a) A miscellaneous expense allowance as provided in part 302-60 of this chapter.

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§ 302-3.202	What expenses may FAA pay when I transfer to a foreign area post of duty?	FAA may pay: <ul style="list-style-type: none">(a) Nontemporary storage of household goods as provided in part 302-42 of this chapter;(b) Transportation of a privately-owned automobile as provided in part 302-43 of this chapter; and/or(c) Property management services expenses, as provided in part 302-51 of this chapter.
§ 302-3.203	What expenses will FAA not pay when I transfer to a foreign area post of duty?	FAA will not pay: <ul style="list-style-type: none">(a) Househunting trip expenses;(b) Temporary quarters subsistence expenses;(c) Expenses related to the sale of your residence at the old official station;(d) Termination of your lease at the old official station;(e) Purchase of a residence at your new official station;(f) A home marketing incentive payment;(g) A property management services incentive payment;(h) A relocation income tax allowance; or(i) Expenses related to the use of relocation services.

SUBPART D—TRANSFER FROM A FOREIGN AREA POST OF DUTY TO A NONFOREIGN AREA OFFICIAL STATION

§ 302-3.300	Who must authorize my transfer at Government expense to a new official station within CONUS from a foreign area post of duty?	The Administrator, the Deputy Administrator, Associate/Assistant Administrators, Regional Administrators, Center Directors, and the Chief Counsel. They may redelegate the authority to authorize your transfer to an appropriate level, but no lower than division managers in Washington, DC, branch managers in the Aviation Standards field office at the Aeronautical Center, managers of field offices reporting to Aviation Standards National Field Office, and branch managers and other appropriate high level officials in regional field organizations.
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§ 302-3.301	What expenses must FAA pay when I transfer from a foreign area post of duty to any nonforeign area official station?	<p>FAA must pay:</p> <ul style="list-style-type: none">(a) Transportation and subsistence expenses for you and your immediate family en route to your new official station as provided in part 302-20 of this chapter;(b) Transportation and temporary storage of household goods as provided in parts 302-40 and 302-41 of this chapter (except you will not receive this payment if you elect to transport a mobile home, as provided in part 302-45 of this chapter, instead of this allowance);(c) A miscellaneous expense allowance as provided in part 302-60 of this chapter; and(d) A relocation income tax allowance as provided in part 302-61 of this chapter.
§ 302-3.302	What expenses must FAA pay when I transfer from a foreign area post of duty to a nonforeign area official station which is different from the nonforeign area official station I transferred from when I began my assignment(s) in a foreign area(s)?	<p>FAA must pay:</p> <ul style="list-style-type: none">(a) Expenses related to the sale of your residence as provided in part 302-50 of this chapter, or termination of your lease as provided in part 302-52 of this chapter, at your previous nonforeign area official station and purchase of a residence at your new official station as provided in part 302-50 of this chapter (although you will not receive this payment if you elect to use a third-party homesale program, as provided in 302-70 of this chapter, or property management services as provided in part 302-51 of this chapter instead of direct reimbursement of these expenses);(b) A home marketing incentive payment as provided in part 302-53 of this chapter (although you will not receive this payment if you elect to use property management services as provided in part 302-51 of this chapter).
§ 302-3.303	What expenses may FAA pay when I transfer from a foreign area post of duty to any nonforeign area official station?	<p>FAA may pay:</p> <ul style="list-style-type: none">(a) Temporary quarters subsistence expenses as provided in part 302-22 of this chapter;(b) Nontemporary storage of household goods as provided in part 302-42 of this chapter; and/or(c) Transportation of a privately-owned automobile as provided in part 302-43 of this chapter.

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§ 302-3.304	What expenses may FAA pay when I transfer from a foreign area post of duty to a nonforeign area official station which is different from the nonforeign area official station I transferred from when I began my assignment(s) in a foreign area(s)?	FAA may pay: <ul style="list-style-type: none">(a) Property management services expenses as provided in part 302-51 of this chapter;(b) A property management services incentive payment as provided in part 302-54 of this chapter; and/or(c) Expenses related to the use of relocation services as provided in part 302-70 of this chapter.
§ 302-3.305	What expenses will FAA not pay when I transfer from a foreign area post of duty to a nonforeign area?	FAA will not pay: <ul style="list-style-type: none">(a) Househunting trip expenses;(b) Expenses related to the sale of your residence at the old official station, except as provided in § 302-3.302;(c) Termination of your lease at the old official station, except as provided in § 302-3.302;(d) Purchase of a residence at your new official station, except as provided in § 302-3.302;(e) Property management services, except as provided in § 302-3.304;(f) A home marketing incentive payment, except as provided in § 302-3.302;(g) A property management services incentive payment, except as provided in § 302-3.304; or(h) Expenses related to the use of relocation services, except as provided in § 302-3.304.